

City of Humble

Job Posting

Notice of Entry Level Firefighter / Paramedic Exam (Essential Employee)

Date Posted: 10/11/11
Department/Location: FIRE DEPARTMENT
Hours: To be discussed during interview
Posting Deadline: Open until filled
Written Test: Date to be announced
Actual Physical Ability: Date to be announced

*** Applicants should wear loose fitting clothing (no shorts or sleeveless shirts) ***

The City of Humble Fire Department is currently accepting applications to establish an eligibility pool for Firefighter / Paramedic. Minimum Qualifications:

- High School Diploma / GED
- Must be able to pass background investigation, physical and drug screen
- Minimum of Basic Firefighter Certification from Texas Commission on Fire Protection
- Minimum of EMT-Paramedic Certification from the Texas Department of State Health Services
- Must have a minimum score of 75 points on initial Texas Department of State Health Services EMT-Paramedic exam / 70 points National Registry Exam
- Must hold a current Class "B" drivers license issued by the Texas Department of Public Safety or the ability to obtain one within the first 6 months of employment
- Honorable discharge if ever in military

Required Attachments to Application: Applicants must submit **clean, clear** copies of the following documents with application:

- DSHS Paramedic Certification
- TFCP Certification
- TDPS Driver's License
- College Transcript, if applicable
- DD-214 if ever in military
- Physical ability claim release
- **Do not attach resumes, certificates, reference letters, or any other information not specifically requested**

EMPLOYMENT STEPS

1. Application form with all required documents
2. Written Test
3. Physical Ability Test
4. Thorough and extensive background investigation
5. Oral Interview Panel
6. Chief conditional job offer
7. Physical Exam, HPE (Human Performance Evaluation), drug test
8. Final interview with the Fire Chief and final job offer

The applicant must maintain the **Paramedic** and **Fire Certifications** prescribed by the Department in order to remain employed. Do not expect to test if you haven't submitted all required documents. Documents will not be accepted at the test site. Do not attach resumes, certificates, reference letters, or any other information not specifically requested

APPLICANTS MAY BE REJECTED FOR EMPLOYMENT AT ANY POINT IN THE HIRING PROCESS. Any misrepresentation or omission in the application or other forms will be grounds for rejection or dismissal.

An applicant is unacceptable if the applicant's MVR in the last three years shows;

- Driving while intoxicated or impaired or under the influence of drugs;
- Criminal type convictions (e.g. negligent homicide, manslaughter, hit and run, etc.).

An applicant is unacceptable if the applicant's MVR shows;

- Two or more moving violations within the past twenty-four months;
- Three "at fault" accidents within the past thirty-six months;
- Four "at fault" accidents within the past sixty months;
- Suspended license within the past twenty-four months

Applicants will undergo a complete background investigation and drug screen; must pass a comprehensive written exam and fitness test. Salaries are based on a step program. Salaries range from \$42,816 thru \$56,832. Other benefits include life/AD&D insurance, medical, dental, vision, paid vacation, paid sick time, 9 holidays plus 9-11 Remembrance Day, Texas Municipal Retirement System pension, occupational and non-occupational disability benefits, longevity pay, and certification pay for specialized training.

This is a position that is **essential to the provision of emergency services** during and/or following a disaster. Employees in this position may be required to remain on duty during a man-made or natural disaster despite a general evacuation order for the area. Such employees are also expected to remain available for their normal shifts and for recall to emergency duty unless specifically released by Fire Department Management to evacuate. Employees in this position are specifically advised to plan accordingly for these circumstances and that any failure to adhere to these requirements may result in disciplinary action up to and including termination.

The statements contained in this job description reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other divisional areas to cover for absences, to equalize work during peak periods and/or otherwise balance workload.

Applications will be accepted at City Hall. ***Resumes are not accepted in lieu of an application.*** Applications may be downloaded at www.cityofhumble.org, under Links select Employment and then click in the area highlighted in red that states Application for Employment. Applications may also be picked up at City Hall. Once the application is completed it may be mailed or delivered in person to City Hall located at 114 W Higgins, Humble, TX 77338 or faxed to Human Resources at 281-446-3912.

The City of Humble is an AT-WILL-EMPLOYER and only accepts applications for positions that are currently posted. Applications will be reviewed by Human Resources and then forwarded to the hiring department to contact the selected applicants for interviews. Only applicants selected for interviews will be contacted.